

## **Appendix A - Grants.gov Proposal/Proposal Instructions For Announcement Number EPA-HQ-OPPT-2008-004**

### **Cooperative Agreement to Provide Technical Support for Mercury Reduction in Hospitals in Other Countries Request for Proposals FY 2008**

#### **General Proposal Instructions**

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign proposals for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Proposal Package” to download the compatible Adobe viewer and obtain the proposal package. To apply through grants.gov you must use Adobe Reader proposals and download the compatible Adobe Reader version. Adobe Reader proposals are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-HQ-OPPT-2008-004, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. You may also be able to access the proposal package by clicking on the proposal button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Proposal Submission Deadline:** Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5 p.m. Eastern Standard Time on August 11, 2008.

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to [www.epa.gov/lead](http://www.epa.gov/lead) or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

## **Proposal Materials**

The following forms and documents are required to be submitted under this announcement:

- I. Proposal for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal as described below

The proposal/proposal package *must* include all of the following materials:

### **I. Standard Form (SF) 424, Proposal for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **II. Standard Form SF 424A – Budget Information**

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### **III. Narrative Proposal**

The proposal must consist of no more than ten pages, excluding attachments (letters of commitment and resumes), with page numbers. One page is one side of a single-spaced typed letter-size page. If a proposal consists of more than ten pages, the additional pages will not be reviewed. Proposals must be legible and easily readable, in PDF, MS Word, or WordPerfect WP6/7/8 for Windows and consolidated into a single file. Illegible or unreasonably difficult to read proposals may not be reviewed.

- 1. **Cover Page.** Include the following information:
  - a. **Project Title.** “Cooperative Agreement to Provide Technical Support for Mercury Reduction in Hospitals in Other Countries Request for Proposals FY 2008, EPA-HQ-OPPT-2008-004.”
  - b. **Name of Organization Submitting Proposal.**

- c. **Contact Name.** Include name, phone, fax numbers and email address for the individual from the submitting organization who should be contacted regarding the proposal.
- d. **Total Project Cost.** Specify the total amount requested from EPA, as well as any resources or funding from any other sources that are contributing support.
- e. **Summary Statement.** Prepare a brief (one to two sentences) overview to describe the project and how it will reduce mercury use in pilot hospitals or health care clinics in selected countries.
- f. **Docket Number.** EPA-HQ-OPPT-2008-004

## 2. Work Plan Narrative.

**a. Project Approach, Methods, and Schedule.** Outline the steps to be taken and the significant milestones to be achieved to complete the project. Describe in detail how the project tasks and activities will be carried out to accomplish the project goals and anticipated outputs and outcomes as discussed in Section I of this announcement. Address each of the pilot project phases: facility assessment of mercury use, plans and practices assessment, plan development/improvement, provision of training and implementation guidance, and post-implementation assessment. Include a project schedule/timeline for the first year of funding which lists tasks/steps and time period for completing each in a timely manner.

**b. Measurement and Results.** Submit a plan to track and measure progress toward achieving the outputs/outcomes as described in Section I.F of this announcement.

**c. Budget.** Itemize all of the projected costs of the project, and who will assume responsibility for each of the expenses. Please include any in-kind contributions or leveraged resources from other sources.

**d. Past Performance.** Submit a list of all EPA and other federal agency assistance agreements (assistance agreement include Federal grants and cooperative agreement but not Federal Contracts) that your organization performed within the last three years, (no more than 5, and preferably EPA agreements) and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g. outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior federal agency grantors, in order to verify or supplement the information provided by the applicant. If you do not have any relevant or available environmental results past performance information please indicate this in the proposal, and you will receive

a neutral score for this factor under Section V. If you do not provide any response to this item, you may receive a score of 0 for this factor.

**e. Programmatic Capability.** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal Contracts) that your organization performed within the last three years, preferably EPA agreements that involve **mercury**. This should include information on federal agency funding source(s), amount of funding, and funding period. Describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

## **Proposal Preparation and Submission Instructions**

**Documents I through III** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Proposal Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Proposal Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section III, and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the proposal package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click

“View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal (such as letters of commitment and resumes), you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Proposal Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Proposal Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Proposal Package” page, your AOR may submit the proposal package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the proposal package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Clarence Lewis at [lewis.clarence@epa.gov](mailto:lewis.clarence@epa.gov). Proposal packages submitted thru grants.gov will be time/date stamped electronically.

Proposal/proposal packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact Clarence Lewis at [lewis.clarence@epa.gov](mailto:lewis.clarence@epa.gov). Failure to do so may result in your proposal not being reviewed.